



top right position on page

1 space

3. Further recommends taking a look at the introductory phrases you should use in a resolution;

space between numbers and phrases

4. Draws the attention to the fact that every delegate has to use the tabulator button to set always the same amount of space between the numbered lines and the phrases and between the numbers of the operative phrases and themselves, or to move subordinated phrases or words uniformly to the right;

semicolon at end of operative clause

no space inside of an operative clause

5. Deplores some delegates to use the respective amount of space:

first letter in an enumeration is a big one

enumerations in operative clause
a)
b)

- a) Only one space between the page's position and the next phrase and between all preambulatory and operative phrases,
- b) Two spaces between the resolution head and the address in capital letters,
- c) And never a space inside of an unfinished preambulatory or operative phrase;

space between a), b), ... and the phrase

6. Confirms that at the end of a perambulatory phrase has to be a comma and at the end of an operative one a semicolon, with a comma after a subordinated phrase in the middle;

7. Calls upon all delegates to use only so much paper as it is necessary by writing in Times New Roman, always in size 12;

8. Declares accordingly that a resolution can only be send to the Approval Panel and so be debated sometime, if it has the sticker of the Formal Clearing Office, which is only available for delegates who are writing their resolution like this sample one in a formally cleared way.

dot at end of resolution

all on one vertical line